



**M O N C T O N**

# **Event Permit Application**

**FOR OFFICE USE ONLY**

Event permit approval:

**EDTC:** YES NO **Events Management Committee:** YES NO N/A **Staff initials:**

## ***INTRODUCTION***

The City of Moncton provides event permits to non-profit groups wishing to hold events on municipal property.

Non-profit groups may book designated event zones at no cost. A list of zones is available in Attachment A. ***Corporate events and private functions are not eligible for equipment.***

Event permit applications are reviewed monthly by the Events Management committee which includes representatives from Economic Development, Tourism & Culture (EDTC), City Clerk, RCMP, Fire, Public Transit, Engineering, Public Works, Building Inspection, Town Planning, Legal and Downtown Moncton Inc.

**Note:** As you proceed through the application, there are some criteria that apply only to certain event categories. Below, you will see the four general categories of events; community event, parade, walk/run/roll, and marathon/duathlon. It is possible that your event may fit into more than one category.

## ***EVENT CATEGORIES***

### **COMMUNITY EVENT**

A **Community event** is defined as a public event taking place in a City of Moncton designated event zone (Attachment A). A community event could also take place in public parks, facilities, and streets other than designated event zones.

### **WALK, RUN, AND/OR ROLL**

A **run, walk and/or roll** event is defined as a procession of people running or walking and may include wheelchairs and/or strollers

### **PARADE**

A **parade** is defined as a procession of motorized vehicles and can also include walkers, marching bands or others on a City of Moncton designated parade route (see Attachment C).

### **MARATHON / DUATHLON**

A **marathon** is a long-distance running event of 42 km that is run on a certified course on roads, trails or a combination of both.

A **half-marathon** is a long-distance running event of 21.1 km that is run on a certified course on roads, trails or a combination of both.

A **duathlon** is an athletic event that consists of a running leg, followed by a cycling leg and then another running leg.

## ***IMPORTANT INFORMATION***

- Events must be community-oriented, beneficial to the community as a whole, and promote the downtown and/or recreational areas as a gathering place.*
- The event organizer should not advertise the event before obtaining the event permit from the City of Moncton.
- Event zones will be reserved on a *first come, first served* basis.

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- ❑ The event organizer is encouraged to submit the application at least 90 days before the event to allow for processing of the request.
- ❑ The event organizer must supply a general liability insurance policy for the event, designating the City of Moncton as “additional insured” and holding the City harmless from all actions, causes of action, interests, claims, demands, costs, damages, expenses and loss. The value of the policy shall be in the amount of not less than two (2) million dollars. **The proof of insurance must accompany the application form.**
- ❑ The event organizer must submit a **safety plan** to be reviewed by Recreation, Parks, Tourism & Culture. The safety plan should include the following information, **if applicable**:
  - Detailed event schedule
  - Site plan of gathering area
  - Site plan of event set-up
  - Detailed event route
  - List of marshals who will direct participants along the route while respecting crosswalk safety and the rules of the road (minimum of 1 marshal per 25 people)
  - List of volunteers and responsibilities
  - List of event security personnel
  - Parade lineup (list of floats)
  - Detailed request for RCMP assistance
  - Evacuation plan to provide access to emergency vehicles in the event area
  - For marathons/duathlons, please list the location of water stations and volunteers along the route
  - List of tents (indicate size, quantity, ownership & anchorage)
  - Any other pertinent information

***Please contact Economic Development, Tourism & Culture if you wish to receive a sample of a safety plan.***
- ❑ An event representative must be on site at all times during the event.

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## **IMPORTANT INFORMATION**

- ❑ All food vendors are subject to approval by EDTC. It is the event organizer's responsibility to contact the New Brunswick Department of Public Health to confirm that the vendors are licensed. For more information, visit [www.gnb.ca](http://www.gnb.ca).
- ❑ The consumption of alcoholic beverages in public places is prohibited. However, the event organizer may apply for an exemption to be approved by EDTC. If alcoholic beverages are served on a city property, it is the responsibility of the event organizer to acquire all appropriate licenses in accordance with the Liquor Control Act. For information, visit [www.snb.ca](http://www.snb.ca)
- ❑ **EDTC will not provide tents for events.** Event organizers are responsible to obtain or rent tents for their event.

Under the provision of the National standards of tent installation, a tent permit is now mandatory for any tent exceeding 200 square feet. All tents and any decorative material shall conform to CAN/ULC-S109-M "Standard for Flame Tests of Flame-Resistant Fabrics and Films", and/or NFPA 701 (**see Attachment E**).

**It is the responsibility of the event organizer or tent rental company to apply for a tent permit** at the Building Inspection Department, on the 2<sup>nd</sup> floor of Moncton City Hall, 655 Main Street. Info: 506-856-4375.

- ❑ Pursuant to the *Motor Vehicle Act*, volunteers are not authorized to direct traffic. Volunteers may direct participants and moving equipment only when deemed necessary. Please consult the Events Management Committee for further information.
- ❑ The event organizer is required to comply with all other municipal by-laws, policies and provincial laws that would be applicable (i.e. noise by-law). The City of Moncton reserves the right to cancel an event up to and including the day of the event, or at any time during an event if applicable regulations are not being followed.
- ❑ **Protocol for use of parks and event zones:** In order to ensure that City of Moncton parks remain in prime condition for all users, event organizers are required follow the guidelines listed below:
  - No unauthorized vehicle traffic is permitted on the grass in any park. Vehicles that need to park or drive on the lawn must receive prior approval from the City of Moncton's Parks Division.
  - Any vehicles that are authorized to enter the park must enter at official entry points and use the pathways only to travel through the parks.
  - Litter collection is the responsibility of the event organizer. All litter must be collected and bagged after the event and left in a neat and orderly fashion in or next to a waste receptacle.
  - Items that penetrate the ground more than 6 inches (15 cm) such as temporary fencing, signage posts or tent pegs could potentially damage underground infrastructure (gas, power and phone lines, irrigation systems in parks, etc). Please consult EDTC if you wish to install any items in the ground.

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The installation of these items is not permitted without an underground locate from the utilities listed below. Please make requests for underground locates at least two weeks in advance to allow for processing.

**Contacts for underground locates:**

Aliant: 506-859-3447  
NB Power: 1-800-442-4424  
Enbridge Gas: 1-800-994-2762  
City of Moncton Utilities: 506-859-2643  
City of Moncton Parks: 506-853-3570

Once you receive the underground locate confirmation numbers, **you are required to submit those confirmation numbers to EDTC for final approval.**

- Any damages to a park or an event zone as a result of the event will be the responsibility of the event organizer.

***SPECIAL PERMISSIONS***

- ❑ A **noise by-law exemption** request must be included in the application for consideration by the Events Management Committee for any event that is held past 11 p.m. or before 7 a.m., and will create excessive noise as per City of Moncton by-law # H-102. ***The application must be submitted at least 90 days prior to the event to allow for processing and approval by Moncton City Council.***
- ❑ A **street closure request** must be included in the application for consideration by the Events Management Committee where a street closure is required for the event. The request will be forwarded to the City Council on behalf of the event organizer. ***The application must be submitted at least 90 days prior to the event to allow for processing and approval by Moncton City Council.***
- ❑ Approved street closures will be managed by the City of Moncton. City or City-authorized personnel will set-up and dismantle barricades, detour signs and other equipment required for street closures.
- ❑ The following fire safety criteria must be met once a street closure is approved:
  - A fire lane of at least three (3) metres must be left clear to allow access for emergency vehicles.
  - If you plan on enclosing the site of your event with fencing or barricades, or if you plan on blocking some of the entrances to the site, you are required to designate a person to stay at the blocked entrance(s) at all times. This designated person should be prepared to move the fencing, barricades or other equipment quickly to allow emergency vehicles through.
  - Any major blocking must meet the approval of the Moncton Fire Department.
- ❑ It is the responsibility of the event organizer to contact the RCMP at 506-857-2400 to make final arrangements for an escort at least one week before your event.

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- If you plan on enclosing the site of your event with fencing or barricades, or if you plan on blocking some of the entrances to the site, you are required to designate a person to stay at the blocked entrance (s) at all times. This designated person should be prepared to move the fencing, barricades or other equipment quickly to allow emergency vehicles through.
- Corporate communication will notify the community at large about the planned street closure or noise by-law exemption. The notice will indicate the times of the exemption, what streets are affected, length of the closure and the planned traffic re-route.
- It is the event organizer's responsibility to notify area residents of their event at least five (5) days before the event. **See attachment D for template.** The notice must be in writing, in both official languages and include the following applicable points:
  - Event organizer contact information
  - Event date, hours and specific location(s)
  - Description of activities
  - Participant fee
  - Street closure information
  - Noise by-law exemption information

***A representative from EDTC must approve a copy of the notice.***

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## ***SPECIAL PERMISSIONS***

### **By Event Category**

- **WALK / RUN / ROLLS:** Due to concerns related to public safety, public transit service, vehicle traffic flow and construction activity within roadways, all run, walk and/or roll events will be focused on the city's trail systems and/or sidewalks (**see Attachment B**).
  - In special circumstances, groups may apply for special permission to hold their run, walk and/or roll event on a sidewalk route during slow traffic hours. For public safety purposes, the Events Management Committee must approve the route, the day and time of the run, walk and/or roll event taking place on a sidewalk.
  
- **PARADES:** Due to concerns related to public safety, public transit service, vehicle traffic flow and construction activity within roadways; parades will take place on a designated parade route (**see Attachment C**).
  - A parade occurring on a city street is strongly recommended between the hours of 6AM 4PM on a Saturday or Sunday. Special permission must be requested along with details on why the event should occur outside the above listed day and time. The duration of a street closure should be limited to set-up time, duration of event and dismantle time in order to maintain traffic flow and public transit services.
  - In exceptional circumstances, the event organizer may request permission for the event to be held on a route other than the designated route outlined in this permit. The Events Management Committee will review the request and provide a recommendation.
  
- **MARATHON/DUATHLON:** Due to concerns related to public safety, public transit service, vehicle traffic flow and construction activity within roadways; marathons and duathlons event organizers should limit the use of main arteries and intersections within the projected route.
  - All marathon / duathlon events are strongly recommend to occur between the hours of 6AM and 4PM on a Sunday. Special permission must be requested along with details on why the event should occur outside the above listed day and time.
  - A detailed marathon / duathlon route accompanied by a street closure request must be submitted to the Events Management Committee for approval. Once accepted, the request will be forwarded to City Council on behalf of the event organizer. **The application must be submitted at least 90 days prior to the event to allow for processing.**

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**Please send the completed *Event Permit Application Form* and all attachments to:**

Economic Development, Tourism and Culture  
City of Moncton  
655 Main Street, Moncton, NB E1C 1E8

Jennifer Dallaire, Community Events ..... 389-5925  
[Jennifer.dallaire@moncton.ca](mailto:Jennifer.dallaire@moncton.ca)

Colette McLaughlin, Major Events ..... 853-3587  
[Colette.mclaughlin@moncton.ca](mailto:Colette.mclaughlin@moncton.ca)

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DATE OF APPLICATION: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

Specific area(s) required for use: \_\_\_\_\_

Do you have any requirements with regard to your use of this location? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list: \_\_\_\_\_

EVENT CATEGORY (please circle): Community Event    Walk/Run/Roll    Marathon / Duathlon    Parade  
Other (please specify) \_\_\_\_\_

\* For all walk/run/roll, marathon/duathlon, and parades, please include a detailed event route with your application.

DATE(S) OF EVENT: \_\_\_\_\_

Set-up time: \_\_\_\_\_ Event start time: \_\_\_\_\_ End time: \_\_\_\_\_ Dismantle: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_ Number of volunteers: \_\_\_\_\_

[Parades only] Number of vehicles: \_\_\_\_\_ Number of people in parade: \_\_\_\_\_

Number of floats: \_\_\_\_\_ (Please attach list of floats, with descriptions, to application)

POWER REQUIREMENTS (number of outlets and amperage or voltage required): \_\_\_\_\_

LIST ANY TENTS used in your event (include quantity, size, ownership, location & anchorage): \_\_\_\_\_

INSURANCE:(> \$2 million liability, City of Moncton additional insured):    YES    NO

Have you provided a request for RCMP ASSISTANCE?    YES    NO    N/A

Will ALCOHOL be served at the event?    YES    NO

If yes, have you applied for your liquor license?    YES    NO

Will there be FOOD VENDORS at the event?    YES    NO

If yes, Please attach company names, contact information & power requirements

Are you requesting a STREET CLOSURE?    YES    NO

If yes, outline the street closure request: \_\_\_\_\_

LIST ALL EVENT-RELATED ACTIVITIES: (please attach information on a separate sheet if required)

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Title of **ACTIVITY ONE**: \_\_\_\_\_

Description of activity and location: \_\_\_\_\_

Title of **ACTIVITY TWO**: \_\_\_\_\_

Description of activity and location: \_\_\_\_\_

Title of **ACTIVITY THREE**: \_\_\_\_\_

Description of activity and location: \_\_\_\_\_

**CONTACTS** (include at least one local contact):

**Contact Person 1:** \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary telephone: \_\_\_\_\_ Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Contact Person 2:** \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary telephone: \_\_\_\_\_ Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**If the event is organized for, on behalf of, or by an organization, provide:**

Name of organization: \_\_\_\_\_ Contact-person of organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Charitable Registration Number: \_\_\_\_\_

**Additional Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**Events Management Committee:** YES NO N/A

**Staff initials:**

**Checklist Reminder** (Please attach applicable documents or submit as soon as available)

- ❑ **Safety Plan**  
Approval may be needed by the Events Management Committee at a monthly meeting
- ❑ **Event Site Plan**  
Site plans specific to the event zone can be obtained by contacting EDTC or by visiting the website
- ❑ **Detailed Event Route**  
Outline the entire route for your parade, marathon/duathlon, or walk/run/roll including volunteer and station locations. Please include a route map when possible.
- ❑ **Confirmation numbers for underground locates**  
For the installation of spikes, tent pegs or other item penetrating the ground
- ❑ **Copy of the insurance policy certificate**  
In the amount of no less than \$2 million general liability and with the City of Moncton named as additional insured with respect to this event.
- ❑ **Street closure request** (90 days prior to the event)  
Must be approved by City Council at a bi-weekly meeting (or monthly meeting in July & August)
- ❑ **Noise by-law exemption request** (90 days prior to the event)  
Must be approved by City Council at a bi-weekly meeting (or monthly meeting in July & August)
- ❑ **Copy of event notice to residents**  
Must be approved by a representative of EDTC (10 days prior to event). *Attachment D*
- ❑ Submit the **tent permit application** to Building Inspections Department, second floor, Moncton City Hall no later than ten (10) days prior to event. *Attachment E*
- ❑ Submit your **liquor license application** to Services New-Brunswick. (Applications must be received at least fifteen (15) days prior to the event)

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Event permit approval:

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# MONCTON

## EVENT PERMIT APPLICATION

### CONTACT LIST

#### ECONOMIC DEVELOPMENT, TOURISM & CULTURE

Jennifer Dallaire, Community Events ..... 389-5925  
[Jennifer.dallaire@moncton.ca](mailto:Jennifer.dallaire@moncton.ca)

Colette McLaughlin, Major Events ..... 853-3587  
[Colette.mclaughlin@moncton.ca](mailto:Colette.mclaughlin@moncton.ca)

#### BUILDING INSPECTIONS (PERMIT FOR USE OF TENTS DURING EVENTS)

Inspector

Justin Graveline ..... 856-4375  
[justin.graveline@moncton.ca](mailto:justin.graveline@moncton.ca)

Director of building inspections

Sherry Sparks ..... 853-3429  
[Sherry.sparks@moncton.ca](mailto:Sherry.sparks@moncton.ca)

#### RCMP

Traffic Division

Constable Jay Doiron ..... 857-2400  
[Jay.doiron@rcmp-grc.gc.ca](mailto:Jay.doiron@rcmp-grc.gc.ca)



# MONCTON

## ATTACHMENT A

### City of Moncton Event Zones

Event Zone	Plug & go power	Stage area	Shelter	Picnic tables	Garbage cans	Banner poles
Centennial Park Bandstand	Yes	Yes	Yes	Yes	Yes	Yes
Centennial Park Playground	Yes	Covered stage 25' x 25' x 18'	Yes	Yes	Yes	Yes
Riverfront Park	Yes	Covered stage 25' x 25' x 18'	Yes	Yes	Yes	Yes
Bore Park	Yes	Amphitheatre 142' x 56'	Yes	Yes	Yes	Yes
Festival Hall	Yes	Outdoor stage 60' x 30'	No	Yes	Yes	Yes
City Hall Plaza	Yes	N/A	No	Yes	Yes	No
Aberdeen Sommet Art Park	Yes	N/A	No	Yes	Yes	No
Victoria Park	Yes	Amphitheatre 65' x 45'	No	Yes	Yes	No

**\*\* Any other event requirements are the responsibility of the event organizer.**



# MONCTON

## ATTACHMENT B

### City of Moncton Trail Systems

#### RIVERFRONT TRAIL

**Red Trail:** One way: 1.3 km    2.6 km return  
From Riverfront Park to old the Gunningsville Bridge  
Surface: Mix of tailings and asphalt  
Option to return on a part of Assumption Boulevard sidewalk

**Bore Park to Riverfront Park:** 0.50 km return  
Surface: tailings

**Tri-Community Trail:** 13 km loop  
Surface: Mix of tailings and asphalt  
Depart from Riverfront Park, follow trail to Causeway, use sidewalk on Causeway and follow trail to your left, cross at new bridge and return to Riverfront Park.

#### **Amenities:**

- Two designated event zones - Riverfront Park and Bore Park  
To reserve an event zone, please contact Cheryl Coates at 853-3574.
- Parking at the Riverfront parking lot (free of charge on Saturday & Sunday)
- Public washroom on the Red trail
- Shelters and rest areas

#### CENTENNIAL PARK TRAILS

Around the pond...1.0 km  
Red Trail .....5.0 km  
Yellow Trail .....4.8 km  
Blue Trail .....2.4 KM  
Green Trail .....4.1 km  
Brown Trail .....0.9 km

#### **Amenities:**

- Two designated event zones – Centennial Park Bandstand and Playground
- To reserve an event zone, please contact Cheryl Coates at 853-3574.
- Parking
- Washrooms
- Shelters and rest areas
- Centennial Park Rotary Lodge (To reserve the Rotary Lodge, call 853-3507)



# MONCTON

## ATTACHMENT B

### City of Moncton Trail Systems (continued)

#### **MAPLETON PARK TRAILS**

Wetland Trail .....2.0 km  
Forest Trail .....1.5 km  
Floodplain Trail .....2.0 km

#### **Amenities:**

- Mapleton Rotary Pavilion  
To reserve the Pavilion, please contact Cheryl Coates at 853-3574.
- Washrooms
- Parking off Mapleton Road or Gorge Road entrances
- Rest areas

#### **IRISHTOWN NATURE PARK TRAILS**

Red Trail           4 km  
Yellow Trail       2 km loop  
Follow yellow trail with crossing over lake (portion of red trail)  
Blue Trail           0.5 km

#### **Amenities:**

- Tankville School - To reserve the school, please contact Jill Maillet at 859-8181.
- Parking off Irishtown Road
- Washroom

For more information on the City of Moncton's parks and trails, please visit our website:  
[www.moncton.ca](http://www.moncton.ca)



# MONCTON

## ATTACHMENT C

### Designated Parade Route

#### From West to East

Departing from the Highfield Square parking lot, follow east on Main Street to Church Street; turn left on Seymour Street in the City of Moncton parking lot (behind Capitol Theatre).

#### From East to West

Departing from Seymour Street in the City of Moncton parking lot on Church Street, follow west on Main Street, turn left into Highfield Square parking lot and park along fence at the back of The Bay parking lot facing Main Street (see attached parade map).





# MONCTON

## ATTACHMENT D Event Notice to Residents

**\*Note:** This notice must be reviewed and approved by the City of Moncton before being delivered to residents.

*Date*

### Notice to Residents: Upcoming Event in your Neighborhood

The (*Name of organization*) would like to inform area residents that an outdoor event held from \_\_\_ to \_\_\_ this (*date*) at the (*location of event*).

#### (Description of event)

For more information on the event, please visit (*website*) or call (*phone number*).

The event is free (*or indicate cost*). Everyone is invited to attend, and we hope to see you there!

**(Include the following information if there you have been granted a street closure):**

**Street Closure Information:** The following street closure was approved by Moncton City Council on (*date*):

- (*precise portion of street to be closed to traffic*)
- (*date of street closure*)
- (*hours of street closure*)
- (*why street closure was requested*)

**(Include the following information if you have been granted a noise by-law exemption):**

**Noise By-Law Exemption:** The following exemption to the City of Moncton noise by-law was approved by Moncton City Council on (*date*):

- (*hours of exemption*)
- (*location of activities that are covered under the exemption*)

If you have any questions, please do not hesitate to contact (*Name of Event Organizer*) at (*phone number*).

Thank you.

(*Name of organizer*)

(*Title*)

(*Name of Event*)

c.c.: Community Events – Economic Development, Tourism & Culture  
City of Moncton  
655 Main Street  
Moncton, NB E1C 1E8



# MONCTON

## ATTACHMENT E



**City of Moncton Building Permit Information Requirements for Public Tent Structures  
APPLICATIONS MUST BE RECEIVED MINIMUM OF 10 BUSINESS DAYS PRIOR TO EVENT**

Name of event: \_\_\_\_\_ Date: \_\_\_\_\_

(Dates tent will be installed)

Location of event: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email : \_\_\_\_\_

### **Tent Application Requirement Checklist:**

Building permit applications must be completed for all tent structures **exceeding** 18.6 square meters (200 square feet) and/or intended for public assembly:

1. Submit one set of dimensioned drawings for tent roof plan and floor plan indicating dimensions and exits.
  - Site plan must show location on property and setback distances to the property lines. The site plan must also show the distance from the tent to other buildings or tents on the property. A site plan is required for building permit application locating all structures including tents, stages, bleachers, platforms, ramps, fences, washrooms and location of fire extinguishers.
  - Floor plan must include all interior/exterior dimensions, layout of counters and tables, and location of exits, which indicate the maximum travel distance from inside the structure.
  - Elevation drawings must show the appearance and height of the tent.
2. Provide confirmation the tent and any decorative material conforms to CAN/ULC S-109M "Standard for Flame Tests of Flame-Resistant Fabrics and Films," and/or NFPA 701.
3. Provide a letter confirming who is responsible for the snow removal if the tent is erected during winter weather conditions.
4. A Professional Engineer registered or licensed to practice in the Province of New Brunswick is required to stamp, sign and date all tent anchorage design drawings for tents 18.6 square meters (200 square feet) or greater or an occupancy more than 30 people at one time.
  - PERMIT FEE – \$25 per tent**

### **PLEASE NOTE APPLICANTS SHOULD REVIEW THE FOLLOWING:**

The City of Moncton Regulations Regarding Use of Tents for Assembly Purposes.

- Contact City of Moncton Fire Prevention at 853-3421 to schedule an inspection prior to occupancy if the tent contains more than 50 people at one time.
- Plumbing permit is required for all concession stands and medical tents containing sinks. Backflow prevention device must be installed for each sink. Building permits will not be issued without all plumbing permits in place.
- All ramps, stages, bleachers, viewing platforms and walkways, if not constructed on the ground, also requires a Professional Engineer registered or licensed to practice in the province of New Brunswick to stamp, sign and date the drawings as well as construction details.

Updated July 1st, 2008



# MONCTON

## ATTACHMENT E

### CITY OF MONCTON REGULATIONS REGARDING USE OF TENTS FOR ASSEMBLY PURPOSES

1. A building permit must be obtained from the City of Moncton Building Inspection Office, 2<sup>nd</sup> floor City Hall, 665 Main Street, Moncton, N.B. prior to the erection of a tent exceeding 18.6 square meters (200 square feet) in size and/or intended for public assembly.
2. The tent and any decorative materials must conform to CAN/ULC S-109M "Standard for Flame Tests of Flame-Resistant Fabrics and Films," and/or NFPA 701.
3. All electrical installations must be in accordance with the current Canadian Electrical Code.
4. The electrical system and equipment, including switches, fuses, etc., shall be inaccessible to the public. Ground cables in areas used by the public shall be protected against damage from foot traffic.
5. There are to be no open flames (e.g. barbecues) or smoking in the tent and the tent location must be no closer than 3.05 meters (10ft) of the open flames.
6. Hay, straw, shavings or similar combustible materials are not permitted in the tent.
7. The tent must be erected no closer than 3.05 meters (10 ft) to any other structure.
8. The ground enclosed by the tent, and surrounding area within 3.05 meters (10 ft) of the tent, must be clear of vegetation and other flammable materials.
9. There are to be a minimum of two ABC type fire extinguishers 1.87 kilograms (5 lbs), one located at either end of the tent on the exit route (additional extinguishers may be required, depending upon size of tent, for adequate coverage).
10. Exiting requirements and occupant load shall be in accordance with the requirements of the latest edition National Building and Fire Code of Canada. City of Moncton Fire Prevention personnel prior to occupancy must approve the occupant load and exiting requirements.
11. The City of Moncton Fire Prevention must inspect all tents with occupancy of more than 50 people at one time. To schedule inspection please contact 853-3421.
12. A qualified person shall be employed to watch for fires in tents occupied by the public where the facilities are designed to accommodate more than 1,000 persons. This person will patrol the area to ensure exits are kept clear and regulations are enforced.
13. Where tents are designed to accommodate more than 1,000 persons, an acceptable fire alarm and communications system shall be provided.
14. Temporary AC/DC exit lights and emergency lighting is to be installed and tested where applicable.
15. All required fire access roads around the tent must be maintained and clear of obstructions.

Updated July 1, 2008